

Instructions:

Log in to Campus Information Services with your uNID and password



### Login

uNID: (e.g. u8675309)  
 [Forgot your uNID?](#) ←

Password:  
 [Forgot your password?](#) ←

←

Locate the Registration box on your Student tab. Click the **Add Class** link

**Registration** [refresh] [close]

- Registration Help
- View your Registration Dates
- View your Class Schedule
- View your Weekly Class Schedule
- Search for a Class
- Drop Class
- Add Class** ←
- Swap Class
- Edit Class (Variable Hours, CR/NC Option)
- Class Wish List
- Student Course Feedback Results
- Course Number Changes

The **Add Classes** page is displayed

**NOTE:** If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

## Add Classes



### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**Spring 2016 | Undergraduate Semester | University of Utah**

[change term](#)

Open  Closed

**Add to Cart:**

Enter Class Nbr

[enter](#)

**Spring 2016 Shopping Cart**

Your enrollment shopping cart is empty.

**Find Classes**

Class Search

[search](#)

[schedule builder](#)

[HELP](#)

[My Spring 2016 Class Schedule](#) ← Classes you are already enrolled in

You are not registered for classes in this term.

Click the **Schedule Builder** button

## Add Classes



### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2016 | Undergraduate Semester | University of Utah

[change term](#)

Open  Closed

**Add to Cart:**

Enter Class Nbr

[enter](#)

**Find Classes**

Class Search

[search](#)

[schedule builder](#)

**Spring 2016 Shopping Cart**

Your enrollment shopping cart is empty.

The Jump Page is returned. Follow the instructions and click the **Click Here** button to navigate to the Schedule Builder homepage

### Schedule Builder

**i** The Schedule Builder helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder.

#### Instructions:

1. [CLICK HERE](#) to open the Schedule Builder in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the [ADD CLASS](#) page from your Campus Information Services to continue with course enrollment; click the 'Import Cart' button (see diagram).

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**i** You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

**Click here to import cart**

[Click import cart](#) to continue with registration.

Open  Closed [Wait List](#)

**Add to Cart:**

Enter Class Nbr

[enter](#)

**Find Classes**

Class Search

[search](#)

[schedule planner](#)

**Spring 2016 Shopping Cart**

Your enrollment shopping cart is empty.

Select the appropriate campus and click the **Save** button

**NOTE:** If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.



Select Campus

<input checked="" type="checkbox"/>	Select All Campuses
<input checked="" type="checkbox"/>	Asia Campus
<input checked="" type="checkbox"/>	Main Campus

Cancel

Save



<b>Course Status</b>	Open Classes Only	Change	<b>Term</b>	Spring 2016	Change
<b>Campuses</b>	All Campuses Selected	Change	<b>Instruction Modes</b>	All Instruction Modes Selected	Change
<b>Sessions</b>	All Sessions Selected	Change	<b>Locations</b>	All Locations Selected	Change
<b>Academic Groups</b>	All Academic Groups Selected	Change	<b>Academic Careers</b>	All Academic Careers Selected	Change

Filters - select the appropriate filters for the desired results

**Course Status** - Open Classes Only or Open & Full

**Campuses** - Main Campus or Asia Campus

**Sessions** - 1st Half, 2nd Half, Asia Regular Session, Miscellaneous, Regular Academic Session

**Academic Groups** - The academic group a course is offered (example: College of Engineering or College of Fine Arts)

**Term** - If multiple terms are active for registration, you have the ability to switch between the active terms

**Instruction Modes** - Hybrid Classes, In Person, Interactive Video Conferencing, Online

**Locations** - Ability to select the location(s) of classes


**Academic Careers** - Ability to select the academic career(s) of classes (see table below)

Academic Career	Catalog # (or Subject Code)
Non-Credit Semester	1 - 999
Undergraduate Semester	1000 - 5999
Graduate Semester	6000 - 7999
Law Semester	(LAW)
Dentistry Semester	(DENT)
Medicine Semester	MD Courses

Add desired courses and breaks by either clicking on the **Add Course** or **Add Break** buttons


## Courses

+ Add Course

 Add the courses you wish to take for the upcoming term.

## Breaks


















+ Add Break

 Add times during the day you do not wish to take classes.

After adding the desired courses and breaks, click **Generate Schedules** button




## Courses

+ Add Course


<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	<b>Art 1020</b> Non major Basic Drawing	 Options			
<input checked="" type="checkbox"/>	<b>History 1700</b> American Civilization	 Options			
<input checked="" type="checkbox"/>	<b>Mathematics 1050</b> Coll Alg	 Options			
<input checked="" type="checkbox"/>	<b>Psychology 1010</b> General Psychology	 Options			

## Breaks

+ Add Break

<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	<b>Work</b> MTWThF - 12:00pm to 5:00pm	 Edit	








## Schedules

 Generate Schedules



 Advanced Options

Review the generated schedules


- You can compare up to 4 schedules by clicking on a checkbox next to a proposed schedule
- You can hover over the magnifying glass to see a visual of the proposed schedule
- You can click on the **View** link to view detailed information of the proposed schedule





 Generated <b>1000+</b> Schedules 	
<a href="#">View</a> 1 	<input type="checkbox"/> Work, Art-1020-070, History-1700-020, Mathematics-1050-004, Psychology-1010-060
<a href="#">View</a> 2 	<input type="checkbox"/> Work, Art-1020-070, History-1700-002, Mathematics-1050-004, Psychology-1010-060
<a href="#">View</a> 3 	<input type="checkbox"/> Work, Art-1020-070, History-1700-098, Mathematics-1050-004, Psychology-1010-060
<a href="#">View</a> 4 	<input type="checkbox"/> Work, Art-1020-070, History-1700-099, Mathematics-1050-004, Psychology-1010-060
<a href="#">View</a> 5 	<input type="checkbox"/> Work, Art-1020-070, History-1700-094, Mathematics-1050-004, Psychology-1010-060



















After reviewing the proposed generated schedules, click **View** next to the proposed schedule you wish to choose. You will be directed to the below page

- You can click on the  icon to see detailed information about a course
- By clicking on the , it would retain the specified course if you re-generated the schedule options to further reduce the generated schedules.
- You can also email the potential schedule by clicking on the **Email** button

To move the potential schedule to your shopping cart to register, click on the **Send to Shopping Cart** button

 You are viewing a potential schedule only and you must still register.

	Class #	Subject	Catalog #	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
	3483	Art	1020	005	22	MW 6:00pm - 8:00pm - Art Bldg 361	Main Campus	3
	1373	History	1700	002	300	MWF 10:45am - 11:35am - Orson Spencer Hall WPRA	Main Campus	3
	11175	Mathematics	1050	004	60	MTWF 9:40am - 10:30am - Spencer Fox Eccles Busn Bldg 160	Main Campus	4
	5263	Psychology	1010	001	399	TTh 7:30am - 8:50am - Social Behavioral Sci Lecture .	Main Campus	4
								<b>14</b>

	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
7:15					
7:30					
7:45		 <b>Psychology-1010</b>  LEC - Social Behavioral Sci Lecture . SEAN MEEGAN		 <b>Psychology-1010</b>  LEC - Social Behavioral Sci Lecture . SEAN MEEGAN	
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45	 <b>Mathematics-1050</b>  LEC - Spencer Fox Eccles Busn Bldg 160	 <b>Mathematics-1050</b>  LEC - Spencer Fox Eccles Busn Bldg 160	 <b>Mathematics-1050</b>  LEC - Spencer Fox Eccles Busn Bldg 160		 <b>Mathematics-1050</b>  LEC - Spencer Fox Eccles Busn Bldg 160
10am					
10:15					
10:30					
10:45	 <b>History-1700</b>  LEC - Orson Spencer Hall WPRA		 <b>History-1700</b>  LEC - Orson Spencer Hall WPRA		 <b>History-1700</b>  LEC - Orson Spencer Hall WPRA
11am					
11:15					
11:30					
11:45					
12pm	<b>Work</b>	<b>Work</b>	<b>Work</b>	<b>Work</b>	<b>Work</b>
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					

Once you have sent the potential schedule to the shopping cart, you will receive the below confirmation and instructions

✓ Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

#### Instructions

Visit the 'Add Class Page' in Campus Information Services to continue with enrollment.

Click the 'Import Cart' button.

The screenshot shows the 'Add Classes' page with the following content:

- Section: **1. Select classes to add**
- Text: To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
- Information box: **i You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.**
- Text: **Click here to import cart** (with a red arrow pointing to the 'import cart' button)
- Text: **Click import cart to continue with registration.**
- Buttons: Open (green circle), Closed (blue square), Wait List (yellow triangle)
- Section: **Add to Cart: Spring 2014 Shopping Cart**
- Form: Enter Class Nbr [ ] [enter] (The message 'Your enrollment shopping cart is empty.' is displayed below the input field.)
- Section: **Find Classes**
- Form: Class Search [ ] [search] [schedule planner]

Close the confirmation/instruction page and locate the active Jump Page tab (or window) in your browser. Click on the **Add Class** button

#### Schedule Builder

**i The Schedule Builder helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder.**

#### Instructions:

1. **CLICK HERE** to open the Schedule Builder in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **ADD CLASS** page from your Campus Information Services to continue with course enrollment; click the 'Import Cart' button (see diagram).

This screenshot is identical to the one above but includes annotations:

- A red arrow points from the text 'Click here to import cart' to the 'import cart' button.
- A black arrow points from the text 'Send Schedule to Shopping Cart' in step 2 of the instructions to the 'import cart' button.

The **Add Class** page is returned. Click the **Import Cart** button to import the schedule from Schedule Builder

## Add Classes



### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**i** You have a schedule pending from Schedule Builder. Please press the **Import Cart** button below to load your schedule into the enrollment shopping cart.

Click **Import Cart** to continue with registration.

Spring 2016 | Undergraduate Semester | University of Utah

**change term**

Open  Closed

Add to Cart:

Enter Class Nbr

**enter**

Find Classes

Class Search

**search**

**schedule builder**

Spring 2016 Shopping Cart

Your enrollment shopping cart is empty.

For every course imported you will need to click the **Next** button to put the courses into your shopping cart

## Add Classes

### 1. Select classes to add - Enrollment Preference

Spring 2016 | Undergraduate Semester | University of Utah

ART 1020 - Non major Basic Drawing

Class Preferences

ART 1020-002 Studio  Open

Session Regular Academic Session

Career Undergraduate Semester

Enrollment Information

• Fine Arts Exploration

Permission Nbr

Grading Graded

Units 3.00

Requirement Designation

Fine Arts Exploration

“Enrollment Information” will list the prerequisite information, Gen Ed/Bachelor Codes, or if the course requires instructor/department consent.

\*If you want a letter grade (A-E), do not elect.

**CANCEL**

**NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Studio	MW 10:45AM - 12:40PM	ART 361		01/11/2016 - 04/26/2016



Once the classes have been fully imported into the shopping cart, click **Proceed to Step 2 of 3** button

## Add Classes



### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2016 | Undergraduate Semester | University of Utah

[change term](#)

Open
  Closed

**Add to Cart:**

Enter Class Nbr  
 [enter](#)

**Find Classes**

Class Search

[search](#)

[schedule builder](#)

Spring 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ART 1020-002 (1702)</a>	MW 10:45AM - 12:40PM	ART 361		3.00	
	<a href="#">HIST 1700-003 (1469)</a>	TH 10:45AM - 12:05PM	CTIHB 109		3.00	
	<a href="#">MATH 1050-004 (11175)</a>	MTWF 9:40AM - 10:30AM	SFEBB 160		4.00	
	<a href="#">PSY 1010-001 (5263)</a>	TH 7:30AM - 8:50AM	S BEH .		4.00	

[HELP](#)

[PROCEED TO STEP 2 OF 3](#)

You will be prompted to verify your course selections

- If you still need to add courses click the **Previous** button and continue to add courses
- Click the **Finish Enrolling** button to continue

## Add Classes



### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2016 | Undergraduate Semester | University of Utah

Open
  Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 1020-002 (1702)	Non major Basic Drawing (Studio)	MW 10:45AM - 12:40PM	ART 361		3.00	
HIST 1700-003 (1469)	American Civilization (Lecture)	TH 10:45AM - 12:05PM	CTIHB 109		3.00	
MATH 1050-004 (11175)	Coll Alg (Lecture)	MTWF 9:40AM - 10:30AM	SFEBB 160		4.00	
PSY 1010-001 (5263)	General Psychology (Lecture)	TH 7:30AM - 8:50AM	S BEH .		4.00	

[CANCEL](#)

[PREVIOUS](#)

[FINISH ENROLLING](#)

The status of the enrollment is displayed. In the example below some classes were successfully added. Click the “My Class Schedule” button to view your updated class schedule

- **Classes with errors:** Any class which cannot be added, as indicated in the status column, will remain in your shopping cart until you remove it from the cart. In the example below MATH 1050 could not be added

### Add Classes



### 3. View results

View the following status report for enrollment confirmations and errors:

Spring 2016 | Undergraduate Semester | University of Utah

Class	Message	Status
ART 1020	<b>Success:</b> This class has been added to your schedule.	✓
HIST 1700	<b>Success:</b> This class has been added to your schedule.	✓
MATH 1050	<b>Error:</b> Unable to add this class - prerequisites have not been met.  Prerequisites: "C" or better in (MATH 1010 OR MATH 1060 OR MATH 1080 OR MATH 1090) OR Accuplacer CLM score of 60 or better OR ACT Math score of 23 or better OR SAT Math score of 540 or better.	✗
PSY 1010	<b>Success:</b> This class has been added to your schedule.	✓

MY CLASS SCHEDULE

ADD ANOTHER CLASS

To delete an item from your shopping cart use the trash can icon to remove the class

### Add Classes



### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2016 | Undergraduate Semester | University of Utah

change term

Open
  Closed

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search

Spring 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1050-004 (11175)	MTWF 9:40AM - 10:30AM	SFEBB 160		4.00	<input checked="" type="radio"/>